Before you begin: Take a moment to review the mandatory fields below and make sure you have all of the information you need before you create a new request. You may need to gather some data before you can complete all of the mandatory fields on the form.

Mandatory fields have no shading. Optional fields are shaded.

Please see note at the bottom of this job aid for more information.

	Section A Trainee Information	
A.1	**Applicant's Name**	Pre-populated
A.4	**Home Address**	Optional Field – Pre-populated
A.5	**Home Phone**	Optional Field – Pre-populated
A.6	**Position Level**	**Mandatory Field** - Select **one** of the following: 6a. **Non supervisory** - Anyone who does not have supervisory/team leader responsibilities. 6b. **Supervisory** - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave. 6c. **Manager** - Those in management positions who typically supervise one or more supervisors. 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
A.7	**Organizational Mailing Address**	Optional Field - Enter the trainee's office mailing address. This is the agency address of the employee. Include the Agency, Office, Division and Branch as well as the street name, city, state and zip code.
A.8	**Office Phone**	Optional Field - Enter the trainee's telephone number. Include area code, office number and extension.
A.9	**Work Email Address**	Optional Field
A.10	**Position Title**	Optional Field – Enter the trainee's current position.
A.11	**Applicant Handicapped or Disabled**	Optional Field - If the trainee is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc); describe the requirements in the space provided or on a separate sheet.
A.12	**Type of Appointment**	Optional Field – Pre-populated
A.13	**Education Level**	Optional Field – Pre-populated
A.14	**Pay Plan**	**Mandatory Field** – If not pre-populated, enter the trainee's pay plan. (e.g., GS, WG, ES…Pay Band)
A.15	**Series**	**Mandatory Field** - If not pre-populated, enter the trainee's position classification four digit series. (e.g., 0201)
A.16	Grade	**Mandatory Field** – If not pre-populated, enter the trainee's grade level. (1-15)
A.17	**Step**	Optional Field - Enter the appropriate step. (1-10)
	Section B Training Course Information	
B.1a	**Training Vendor Name**	**Mandatory Field** – Select the Training Vendor from the drop-down list. If vendor is not listed, enter name in field labeled "If other, please specify". **Note:** *If you find several vendors with the same name, be sure to check the address fields. Vendors may not always be listed alphabetically. Scroll down through the list to find vendors that have recently been added to the list.*
	Street Address	**Mandatory Field** - Will auto-populate when Training Vendor is selected. If vendor not listed, enter street address.
	City	**Mandatory Field** – If not auto-populated, enter city of training vendor.
	State/Province	**Mandatory Field** – If not auto-populated, enter state of training vendor.
	Postal Code	**Mandatory Field** – If not auto-populated, enter postal code of training vendor.
	Country	**Mandatory Field** – If not auto-populated, enter country of training vendor.
B.1b	**Location of Training Site**	Optional Field - Provide mailing address of the training site if different from 1a. (Agency specific). If same as Training Vendor address, mark box labeled "If same, mark box".
B.1c	**Vendor Email Address**	Optional Field - Enter the vendor's email address.
B.1d	**Vendor Telephone Number**	Optional Field - Enter the vendor's telephone number.
B.2a	**Course Title**	**Mandatory Field** – Enter the title of the course or the program that the trainee is scheduled to complete.
B.2b	**Course Number Code**	Optional Field – Enter the course number code.
B.3	**Training Start Date**	**Mandatory Field** – Enter the start date of the training to be completed by the trainee. **Note: The label for the field incorrectly defines the format. Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/ yyyy)**
B.4	**Training Complete Date**	**Mandatory Field** – Enter the end date of the training to be completed by the trainee. **Note: The label for the field incorrectly defines the format. Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/ yyyy)**
B.5	**Training Duty Hours**	**Mandatory Field** - Enter the number of duty hours for training.

B.6	**Training Non-Duty Hours**	**Mandatory Field** - Enter the number of non-duty hours for training.
B.7	**Training Purpose Type**	**Mandatory Field** – From the drop-down list, select the purpose for taking this course or program using the appropriate training purpose type code: **01: Program Mission** - Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures. **02: New Work Assignment** - Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). **03: Improve/Maintain Present Performance -** Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job. **04: Future Staffing Needs** - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning). **05: Develop Unavailable Skills** - Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals). **06: Retention** - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).
B.8	**Training Type Code**	**Hidden Field** – Determined by selection of Field #9 (Training Sub-Type Code)
B.9	**Training Sub-Type Code**	**Mandatory Field** – From the drop-down list, select the Training Sub-Type code that applies to the requested training. **Training Program Sub-Type Codes** **01_01: Legal** - Education or training in the concepts, principles, and theories, or techniques of law. **01_02: Medical and Health** - Education or training in the concepts, principles, and theories, or techniques of medicine. **01_03: Scientific** - Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics. **01_04: Engineering or Architecture** - Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering. **01_05: Human Resources** - Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing. **01_06: Budget/Finance Business Administration** - Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management. **01_07: Planning and Analysis -** Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning. **01_08: Information Technology** - Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary systems. **01_09: Project Management -** Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time. **01_10: Acquisition -** Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation (e.g., procurement, contracting). **01_11: Logistic Specialty -** Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control. **01_12: Security -** Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science. **01_13: Clerical (Non-supervisory clerical/administrative) -** Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing. **01_14: Trade and Craft -** Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry. **01_15: Foreign Affairs -** Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies. **01_16: Leadership/Manager/Communications Courses -** Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework. **Development Sub-Type Codes (Formal Developmental Training Programs)** **02_20: Pre-supervisory Program -** Development/training program for non-supervisors. **02_21: Supervisory Program -** Development/training program which provides education or training in

supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.

02_22: Management Program - Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES.)

02_23: Leadership Development Program - Formal developmental program that provides leadership training and development opportunities.

02_24: SES Candidate Development - OPM-approved program to prepare potential SES members.

02_25: Executive Development - Continuing development for leaders above the GS-15 level.

02_26: Mentoring Program - Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.

02_27: Coaching Program - Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

Basic Training Sub-Type Codes (Fundamental and/or required training programs)

03_30: Employee Orientation - Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.

03_31: Adult Basic Education - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

03_32: Federally Mandated Training - Mandatory training for all employees Government-wide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).

03_33: Work-life - Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).

03_34: Soft Skills - Training involving development of employees' ability to relate to others (e.g., customer service, dealing with difficult people, etc).

03_35: Agency Required Training - Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.

03_36: Basic Computer Training - Training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

B.10	**Training Delivery Type Code**	**Mandatory Field** – Enter the Training Delivery Type code from the following list: **01** – Traditional Classroom **02** – On the Job **03** – Technology Based **04** – Conference/Workshop **05** – Blended **06** – Correspondence
B.11	**Training Designation Type Code**	**Mandatory Field** – Enter the Training Designation Type Code from the following list: **01** – Undergraduate Credit **02** – Graduate Credit **03** – Continuing Education Unit **04** – Post Graduate Credit **05** – N/A
B.12	**Training Credit**	**Mandatory Field** - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency.) Enter **0** if no credits earned.
B.13	**Training Credit Type Code**	**Mandatory Field** – Enter the Training Credit Type code from the following list: **01** – Semester Hours **02** – Quarter Hours **03** – Continuing Education Unit **04** – Not Applicable
B.14	**Training Accreditation Indicator**	**Mandatory Field** – Enter Yes (Y) or No (N) to indicate if the training course offers accreditation.
B.15	**Continued Service Agreement Required Indicator**	**Mandatory Field** - Enter Yes (Y) or No (N) or non applicable (N/A) to indicate whether a continued service agreement is required for the training the employee is taking.

B.16	**Continued Service Agreement Required Expiration Date**	Optional Field - If the Continued Service Agreement Indicator is entered as "Y", enter the expiration date. Refer to Agency policy. **Note: Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/yyyy)**.
B.17	**Training Source Type Code:**	**Mandatory Field** – From the drop-down list, select the appropriate Training Source Type Code from the following list: **01: Government Internal** - Training provided by a Federal department, agency, or independent establishment for its own employees. **02: Government External** - Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee. **03: Non-government** - Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program). **04: Government State/Local** - Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government. **05: Foreign Governments and Organizations** - Training provided by non United States entities which may or may not be outside the United States.
B.18	**Training Objectives**	Optional Field - Explain how the training event meets agency objective(s) and purpose type.
B.19	**Agency Use Only**	Optional Field - For use by an agency as needed.
Section C Training Cost Information	
C.1	**Direct Cost and appropriation/fund chargeable**	**Mandatory Field** – Enter the following data: **1a. Tuition -** Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government. Enter the associated budget and accounting code in the **Appropriation Fund** field. **1b. Books or Materials -** Enter the materials cost for training completed by the trainee that was paid for by the Federal Government. Enter the associated budget and accounting code in the **Appropriation Fund** field. (Refer to the Guide for Human Resources Reporting Guide at http://www.opm.gov/feddata/guidance.asp for more information.) **1c. Total Cost -** The total cost is system generated after the tuition and materials costs are entered.
C.2	**Indirect Cost and appropriation/fund chargeable**	**Mandatory Field** – Enter the following data: **2a. Travel -** Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government. Enter the associated budget and accounting code in the **Appropriation Fund** field. **2b. Per Diem -** Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government. Enter the associated budget and accounting code in the **Appropriation Fund** field. **2c. Total -** The total cost is system generated after the Travel and Per Diem costs are entered.
C.3	**Total Training Non-Government Contribution Cost**	Optional Field - Enter the cost contributed by the trainee or other non-Government organizations for the training completed by the trainee.
C.4	**Document/Purchase Order/Requisition No**	Optional Field - Enter the Document/Purchase Order/Requisition Number for reimbursement of training costs to the Training Vendor. This number is to be referenced in the billing process.
C.5	**8-Digit Station Symbol**	Optional Field – Enter the 8-digit station symbol of the nominating Agency Finance Office
C.6	**Billing Instructions**	Optional Field - Enter the name and mailing address of the nominating Agency Finance Office for billing purposes

Note: It is your responsibility to make an external training request in AgLearn to ensure that the proper forms (an SF-182 and any other needed documents) have been completed. Final approvals in accordance with your agency's training policies must be received before going forward with the registration for any external training request. Work with your Training Specialist to ensure that all training and budget approvals are properly obtained. For more information on your Agency's training approval policy contact your training office/officer. If you don't know who your training officer is, please call your agency AgLearn lead from the list at http://www.aglearn.usda.gov/contactus.htm

The Government Travel Card may never be used to pay for training, training fees, or conference fees. The use of your personal credit card is also inappropriate, and may lead to personal financial responsibility for any training costs.